
Subject: Zero Income

Effective Date: October 1, 2004

Revised from:

Policy: If a client declares zero income, Local Agencies must determine how the client obtains basic living necessities such as food, shelter, medical care and clothing. In some instances, family members provide financial support while in others the participant may be providing services to a larger household unit in exchange for lodging and food. It is imperative that the size of the household and the income associated with that household be accurately determined.

If the documentation for a migrant or homeless family is not available, or no documentation exists (such as someone working for cash), the applicant may self-declare income on the “NO PROOF FORM” **and** specify why documentation of income is not available. The “NO PROOF FORM” must be signed by the applicant and retained with the client’s Rights & Responsibilities Form.

Procedure:

1. If the client truly has zero income with minimal or no resources they are financially eligible upon verification by a Third Party.
 - Instruct the client to bring a written statement from a reliable third party who has knowledge of the client’s income prior to final eligibility determination.
 - Reliable third parties include staff from a social service agency, church, legal aid society, or employers.
 - If the client cannot provide proof of zero income, then the Self-Declared button must be selected in the KWIC system. A Self-Declaration form will be printed for the client to fill out.
 - Refer client to appropriate agencies for additional aid and assistance.
2. If the client receives the majority of basic living necessities such as food, shelter, medical care and clothing from a family/friend, the family/friend must be included in the client’s economic unit. Obtain income documentation from the family/friend to determine the client’s income eligibility for WIC.